

PLAN SUBMITTAL REQUIREMENTS FOR DUPLEXES IN “RS” DISTRICTS

Pre-application conference is **required** prior to submittal.

Pre-application conference held with _____ on _____

*** The Site Plan must include the following information:**

- Name of property owner(s). ☐
- Name, address, and phone number of contact person. ☐
- Name of design professional (if applicable). ☐
- Name of project. ☐
- Project address. ☐
- Scale: Between 1 inch = 10 ft. and 1 inch = 50 ft. ☐
- North arrow. ☐
- PIN number(s). ☐
- Date of drawing. ☐
- Zoning district. ☐
- Size of property in acres (or square feet if less than one acre). ☐
- Show all **existing** property boundaries with dimensions (show entire property). ☐
- Show all **existing** and **proposed** structures and their location on the property (Note building square footage and front door orientation). ☐
- Show **existing** and **proposed** access points including roads & driveways. ☐
- Show required setbacks. Note and dimension any encroachments. ☐
- Show and label neighboring streets. ☐
- Show location and dimension of the required parking area. ☐
- Show required landscape screen for parking area. ☐
- If applicable, show or note all significant topographic/geologic features (creeks, flood zones, drainage areas, areas of severe topography, etc.). ☐
- If applicable, approximate locations of **existing** easements and rights-of-way. ☐

*** Building Elevations must provide the following information:**

- Building height and number of stories. ☐
- Building entrances. ☐
- Window design, placement, and materials. ☐
- Roof design, pitch, and materials. ☐
- Siding materials. ☐
- Front porch, if applicable. ☐

*** *Note: Review Time for Duplexes in Single Family residential districts is 20 working days from time of receipt.***

**(4) copies of the Site Plan and Building Elevations, along with other application materials, are to be turned into
Permit Center, Public Works Building
161 South Charlotte St.
Room A-105
Asheville, NC 28801**